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DD/A 75-3768

DD/A Registry

Security

11 AUG 1975

MEMORANDUM FOR: Director of Personnel

THROUGH : Acting Deputy Director for Administration

SUBJECT : Office of Security Freedom of Information Act (FOIA) Task Force

REFERENCES : (a) Memo to D/Pers fr D/Sec, dtd 9 May 75, same subject (OS 5 2612)

(b) Memo to D/Pers fr D/Sec, dtd 26 Jun 75, same subject (OS 5 3951)

1. This memorandum contains a request in paragraph 3 for the concurrence of the Acting Deputy Director for Administration and the approval of the Director of Personnel.

2. References approved the payment of overtime to personnel in grades GS-12 through GS-14 for production work in connection with the processing of FOIA requests. Despite the fact that we have assigned as many as 24 full-time employees to this activity, and have applied substantial amounts of overtime work, the persistent influx of new requests has resulted in a current backlog of almost 600 cases. The continuing volume of FOIA activity, together with the non-availability of additional personnel ceiling to increase the permanent FOIA staff suggests that it will be necessary to continue this overtime work for an indefinite period if unacceptable delays in the processing of requests are to be avoided.

3. It is requested, therefore, that the authority granted in references be extended indefinitely with the understanding this approval will be reviewed periodically and the authority will be terminated as soon as the FOIA workload permits.



Robert W. Gambino  
Director of Security

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9 MAY 1975

MEMORANDUM FOR: Director of Personnel  
THROUGH : Deputy Director for Administration  
SUBJECT : Office of Security Freedom of Information  
Act (FOIA) Task Force

1. This memorandum contains a request in paragraph 4 for the concurrence of the Deputy Director for Administration and the approval of the Director of Personnel.

2. The large number of FOIA requests being received by the Office of Security has created a substantial backlog and made it necessary to form a special Security Task Force of seventeen officers to work exclusively on FOIA requirements. These officers who are in grades GS-12 through GS-14 have been selected based on their previous experience with security files and their ability to produce large volumes of work under very demanding circumstances.

3. In order to eliminate the present backlog of cases and respond to new requests within the prescribed time limitations, task force members will be directed to work overtime on evenings and weekends. To assist those officers detailed directly to the task force, other Security Officers with FOIA experience will also be directed to perform FOIA overtime in addition to their normal duties.

4. Based on the current volume of FOIA requests, it appears that directed overtime must continue for a minimum of forty-five days. Because this is an unusual situation involving a production type operation, it would be inequitable, we believe, to expect the officers involved to contribute eight hours per week of uncompensated overtime.

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5. It is requested, therefore, that you approve for a period of 45 days, under the provisions of [redacted] the payment of overtime at prescribed rates for all directed FOIA overtime in excess of 40 hours per week performed by Office of Security personnel in grades GS-12 through GS-14.

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[redacted]  
Charles W. Kane  
Director of Security

CONCURRENCE:

16 MAY 1975

ILLEGIB

[redacted]

John F. Blake  
Deputy Director  
for  
Administration

Date

The request in paragraph 4 is approved:

151 F.W. M. JANNEY  
F. W. M. Janney

16 MAY 75  
Date

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2 - D/Personnel

(2) - DD/A Chrono Subject

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15 May 1975

STATINTL

MEMORANDUM FOR: ~~Mr. Blake~~ via Mr.  ahon

SUBJECT : Office of Security Request for Overtime  
Pay for FOIA Task Force

1. The Director of Security asks for GS-12 through GS-14's working on FOIA for estimated next 45 days, be paid overtime without sacrificing first eight hours.

2. I went to the Office of Personnel to see if this can be done consistent with the regulations, etc. They stated it can be done. (See Bev's Note on Buckslip)

3. I haven't inquired further as to whether this should apply to other offices working on FOIA but the thought does occur to me. Incidentally, some years ago I worked on an Agency task force to study our overtime policies. As I recall, it was found that there is nothing legal about our asking an employee to donate the first eight hours. The recommendation was made to drop this from the regulations. Again, if my memory serves me correctly, Colonel White and Mr. Helms elected to stay with the Agency policy. What with FSLA, the thought occurs that the question of the Agency's policy on overtime might be reviewed.

STAT

Att: DD/A 75-2289

IN/A 75 - 3016

SECURITY  
Security 4-1

26 JUN 1975

MEMORANDUM FOR: Director of Personnel

THROUGH : Deputy Director for Administration

SUBJECT : Office of Security Freedom of Information Act (FOIA) Task Force

REFERENCE : Memo for D/Pers dtd 9 May 75  
from D/Sec; Same Subject

1. This memorandum contains a request for the concurrence of the Deputy Director for Administration and the approval of the Director of Personnel.

2. Through the efforts of the 17 officers assigned to the special Security Task Force working exclusively on FOIA requirements and with the help of more than 900 hours of overtime for which special approval was granted in referenced memorandum, we have until recently been making substantial progress in reducing our backlog of FOIA requests. Recently, large increases in the number of FOIA requests being received, however, has once again increased our backlog to approximately the same level which existed when the Task Force was formed approximately six weeks ago.

3. We believe it is still too early to tell what the long-range level of continuing FOIA requests will be or how many employees will have to be assigned to this activity on a permanent basis. Until such determinations can be made, however, we believe it is essential that we continue our present effort to avoid further increases in the backlog of pending cases.

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STAT 4. It is requested, therefore, that the authority granted in reference for the payment of overtime under the provisions of [redacted] at prescribed rates for all directed FOIA overtime in excess of 40 hours per week performed by Office of Security personnel in grades GS-12 through GS-14 be extended through 16 August 1975.

[redacted]

Charles W. Kane  
Director of Security

CONCURRENCE:

/s/ JOHN N. McMAHON

27 JUN 1975

John F. Blake  
Deputy Director  
for  
Administration

Date

The request in paragraph 4 is approved:

(S) F. W. M. JANNEY  
F. W. M. Janney  
Director of Personnel

30 Jun 75  
Date

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